

## Home Page

- Whenever you click on the **Home** key it will bring you to this page...

The screenshot shows the VETRASPEC Home Page in a Windows Internet Explorer browser window. The address bar shows the URL <https://sd.vetraspec.com/core.php>. The page has a blue header with the VETRASPEC logo and the word "WELCOME". The user is logged in as Timothy Reisch (reischtn) and the date is July 25, 2011. The page has a navigation bar with links: HOME, ADD, REPORTS, E-MAIL, and a "Today is: Jul. 25, 2011" button. The main content area is divided into two columns. The left column has a "PENDING ISSUES" section with a "Review by:" dropdown and a "See all my veterans" link. Below this is a "CLAIMS OFFICE SCANNED DOCUMENTS REPORT" section with a "For:" dropdown (set to "Claims Office"), a "State/Claims Office will see documents for the entire state unless a county is specified above.." note, and "from:" and "to:" date pickers (both set to July 25, 2011). A "Submit" button is at the bottom of this section. The right column has a "Search for a Veteran" section with the instruction "Enter all or part of any of the following:". It has four input fields: "SSN:" (with a placeholder "(xxx-xx-xxxx)"), "Last name:", "First name:", and "VA claim number:". A "Search" button is at the bottom of this section. Below the search fields, there is a note: "Percent sign = wildcard. Examples: A% in the last name field will return all vets whose last name begins with A. And% in the last name field will return all vets whose last name starts with And (Andrews, Anderson...). %1234 in the SSN field will return all SSN's that end in 1234." The browser window shows the taskbar with various icons and the system clock at 10:06 AM.

## Functions from the home page

- See all my veterans
  - By clicking this it will take you to a mass list of all the veterans assigned to you in your county.
- Claims office scanned documents report
  - In the drop down menu after for: you will select your county. You will then pick a from date and a to: date.
  - Then click on **Submit**. This will run a report of all scanned documents uploaded into Vetraspec from veterans in your county between the dates you selected.
  - This is essentially how you will check your mail. It will bring up any letters your veterans have been sent from the VA in the time period you selected.

- Claims
  - This will take you to a screen that will ask you a few search options to find recent claims you have submitted via the *Package a Claim* function on Vetraspec. It will allow you to see what has been done for each claim you have submitted. It also allows you to see any feedback left from the claims office about any issues that may have arisen in the process.
- My Calendar (Optional)
  - This will take you to a fillable calendar you can use if you wish.
- Resources
  - This will take you to a screen that will allow you to search the full text version of both the 38CFR and the M-21-1MR (the VA's Manual for Operations)
- My Tasks/Control Panel
  - You will not be using these two functions on the county level.

## Add Page

- Whenever you hit the **Add** key it will bring you to this page...

The screenshot shows a web browser window titled "Add a Veteran - Windows Internet Explorer". The address bar displays "https://sd.vetraspec.com/add.php". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar shows navigation buttons, a search bar with "Live Search", and tabs for "Add a Veteran", "Virtual VA", and "Training Letters".

The main content area is a form titled "ADD A VETERAN" with a "Submit" button at the top. The form is divided into several sections:

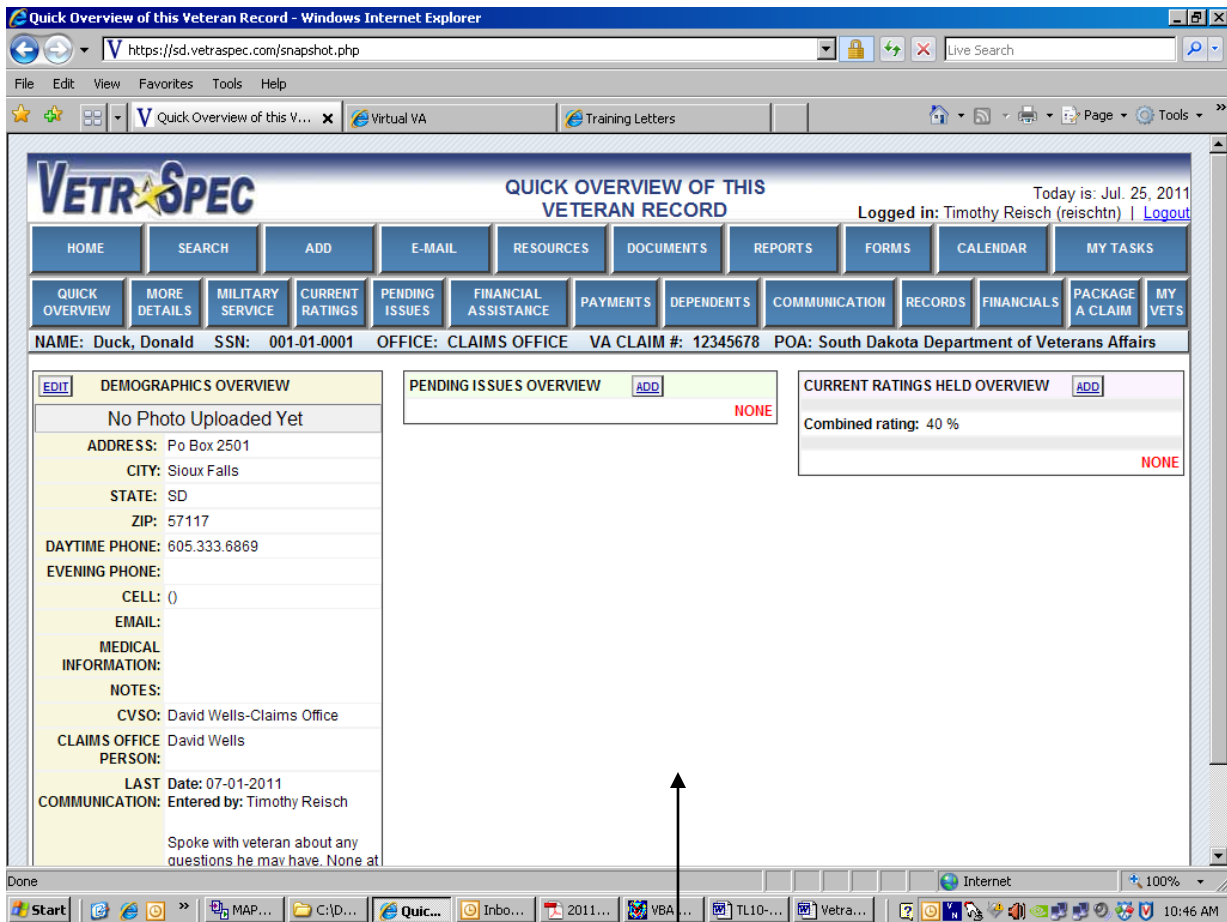
- Top Section:** Includes fields for "SSN" (with a note "SSN is Claim #"), "VA CLAIM NUMBER", and "DATE OF BIRTH" (with dropdowns for Month, Day, and Year).
- POA Section:** Includes a dropdown for "POA" (set to "038 - South Dakota Department of Veterans Affairs") and a "VET IS DECEASED?" checkbox.
- Name Section:** Includes fields for "LAST NAME", "FIRST NAME", and "MIDDLE NAME".
- Address Section:** Includes fields for "ALIAS (A.K.A.)", "ADDRESS", "ADDRESS 2" (with a note "(example: apartment or P.O. box)"), "CITY", "STATE" (set to "SD"), and "ZIP".
- Phone Section:** Includes fields for "DAYTIME PHONE", "EVENING PHONE", and "CELL".
- Email and Photo Section:** Includes an "EMAIL" field and a "Photo" section with a "Browse..." button and a note "Photo: Click Browse to locate the photo on your hard drive. (photo will automatically be resized)".
- Other Address Section:** A section titled "THIS VETERAN HAS ANOTHER ADDRESS:" with fields for "FROM", "TO", "OTHER ADDRESS", "OTHER CITY", "OTHER STATE" (with a "State" dropdown), and "OTHER ZIP".
- Other Information Section:** Includes fields for "SEX" (set to "Male"), "BIRTH PLACE", "RAILROAD RETIREMENT NUMBER", "EMPLOYER NAME", "EMPLOYER ADDRESS", and "CLAIMS FOLDER LOCATED AT".
- Medical Information Section:** A section titled "MEDICAL INFORMATION" with a text area.

The bottom of the browser window shows the "Done" status bar, a taskbar with various icons, and a system clock showing "10:29 AM".

- You will use this page whenever you want to add a new veteran into Vetraspec.
- You will go box by box putting in the asked information for the new veteran.
  - Ex: Social Security/File Number, DOB, etc.
- When you click on **Submit** at the bottom it will create the new veteran a page (shown below) where you can add additional information such as military service, dependent information, and/or any pending issues you may want to add to the veteran's page.

## New Veterans Page

- The newly created veterans page looks like...



## New Veterans Page (Cont)

- We will now go step by step through each tab available at the top of this page.
- We will start with the bottom line of tabs.

### Quick Overview

- The **Quick Overview** page is shown above...
- This will take you to a page that gives a general overview of the veteran.
- On the left side this page shows a **demographics** overview that shows the veterans address and phone number, along with any notes left on that particular veteran.
- Also it shows both the CVSO for the veteran and the Claims Office Person in Sioux Falls that the veteran is assigned to.
- Finally it shows the last communication done with the veteran.

## More Details

- This will take you to a page that contains a bit more in depth overview of the veterans demographic information.
- It shows death information if applicable, along with alternative claimant information if the veteran is not the claimant. (EX: Widows Pension, DIC, etc)
  - Note: If you click on **Edit** on any of these overviews it will take you to a page that will allow you to edit/update any information in the veterans file.
- The **More Details** page is shown below...

**Veteran Details - Windows Internet Explorer**

Address bar: <https://sd.vetraspec.com/detail.php>

File Edit View Favorites Tools Help

Virtual VA Training Letters

**DETAILS**

**VETERAN DETAILS** [Edit](#)

POA: 038 DATE:   
ADDRESS: Po Box 2501   
CITY/STATE/ZIP: Sioux Falls, SD 57117   
COUNTY:   
DAYTIME PHONE: 605.333.6809 EVENING:   
CELL: 0   
EMAIL:   
SEX: Male   
BIRTH PLACE:   
EMPLOYER NAME:   
EMPLOYER ADDRESS:   
RAILROAD RETIREMENT NUMBER:   
  
ADDITIONAL NOTES:   
  
ADDITIONAL MEDICAL NOTES:   
  
No Photo Uploaded Yet

**OFFICE AND CVSO INFORMATION**

CLAIMS FOLDER LOCATED AT:   
OFFICE OR COUNTY: Claims Office   
RECORD ORIGINALLY ENTERED BY: Mothy Reich (Claims Office) on Nov. 24, 2010   
LAST EDITED BY: Kristie Steen (Claims Office) on Jul. 11, 2011   
CVSO: David Wells (Claims Office)   
CLAIMS OFFICE PERSON: David Wells (Claims Office)   
HANDLING CLAIM:

**DEATH AND BURIAL INFORMATION** [Add](#)

DEATH DATE:   
CAUSE 1:   
CAUSE 2:   
CAUSE 3:   
CAUSE 4:   
CAUSE 5:   
BURIAL DATE:   
BURIAL LOCATION:   
CEMETERY NAME:   
CEMETERY CITY:   
STATE:   
RANGE / GRAVE:   
HEADSTONE:

**CLAIMANT** [Add](#)

NAME:   
ADDRESS:   
CITY / STATE:   
ZIP:   
PHONE:   
RELATIONSHIP TO VETERAN:   
SSN:   
DATE OF BIRTH:

Internet 75%

Start MAPD ... C:\Doc... Vetera... Inbox ... 201107... Vetrasp... VBA Re... 12:01 PM

## Military Service

- This will take you to a screen that shows the military service details of the veteran.
- The **Military Service** screen looks like...

**MILITARY SERVICE DETAILS**  
TOTAL PERIODS OF SERVICE: 1

[EDIT THIS RECORD](#) [ADD A NEW RECORD](#)

**SERVICE DETAILS**

SERVICE NUMBER: 12345678	DATE ENTERED: Jan. 01, 2005	PLACE ENTERED: Sioux Falls, SD
BRANCH: Army	DATE SEPARATED: Jan. 03, 2010	PLACE SEPARATED: Ft. Leonard Wood
RATE / RANK: E3	ACTIVE NOW? No	CONFLICT: Not applicable
DD214: Yes	RETIRED STATUS: Not applicable	SEPARATION PAY: \$0.00
CHARACTER OF SERVICE: Honorable	DISABILITY SEVERANCE PAY: \$0.00	

**POW DETAILS**

POW CITY:	FROM:	TO:
-----------	-------	-----

**NATIONAL GUARD DETAILS**

GUARD SERVICE NUMBER:	DATE ENTERED:	PLACE ENTERED:
GUARD RANK:	DATE SEPARATED:	PLACE SEPARATED:
GUARD ADDRESS:		

**RESERVE DETAILS**

RESERVE STATUS: Not applicable	RESERVE ENTERED DATE:	RESERVE SEPARATION DATE:
RESERVE SERVICE NUMBER	PLACE ENTERED:	PLACE SEPARATED:
RESERVE BRANCH: Other	RESERVE RATE/RANK:	OBLIGATION FROM:
		OBLIGATION TO:

**MILITARY RECORDS**

SMR (SERVICE MEDICAL RECORDS) LOCATED IN:

- This screen shows dates of service, character of service, Rank, Etc.
- To edit the veterans military record you can click on **EDIT THIS RECORD** in the top left hand corner of the screen.
- If you need to add another period of service to the veterans record you can click on **ADD A NEW RECORD**.

## Current Ratings

- This will take you to a screen showing the current ratings of the veteran.
- When creating a new veteran this will be blank and look like this...

The screenshot shows a web browser window titled "Current Ratings - Windows Internet Explorer". The address bar displays the URL: <https://sd.vetraspec.com/current.php?cmd=del&id=98366>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and printing. The main content area features the VETASPEC logo and the title "CURRENT RATINGS". A navigation bar contains buttons for HOME, SEARCH, ADD, E-MAIL, RESOURCES, DOCUMENTS, REPORTS, FORMS, CALENDAR, and MY TASKS. Below this is a secondary navigation bar with buttons for QUICK OVERVIEW, MORE DETAILS, MILITARY SERVICE, CURRENT RATINGS, PENDING ISSUES, FINANCIAL ASSISTANCE, PAYMENTS, DEPENDENTS, COMMUNICATION, RECORDS, FINANCIALS, PACKAGE A CLAIM, and MY VETS. A status bar displays the user's name (Duck, Donald D.), SSN (123-44-5678), OFFICE (AURORA), VA CLAIM # (55887574), and POA (South Dakota Department of Veterans Affairs). The main content area shows a table with two columns: "COMBINED RATING: %" and "CURRENT RATINGS HELD". The table is currently empty, with a red "NONE" entry in the first column. A link "ADD A NEW RATING" is visible in the top right corner of the table. At the bottom of the page, there is a footer with the text: "VetraSpec by DataSpec, L.L.C. | [www.dataspecllc.com](http://www.dataspecllc.com) | 1-877-568-7732 | [Help](#) | [Use constitutes agreement of the TOS](#)". The Windows taskbar at the bottom shows the Start button, several open applications (MAPD, C:\Doc..., Curren..., Inbox, 201107..., Vetrasp..., VBA Re...), and the system clock showing 12:24 PM on 7/25/2011.

- If you want to add a rating you click on the **ADD A NEW RATING** tab in the upper right hand corner.
  - NOTE: This is usually already input for you by the Claims Office.

- When looking at an existing veteran who is already service connected for multiple conditions, the **Current Ratings** screen will look like...

**Current Ratings - Windows Internet Explorer**

Address: <https://sd.vetraspec.com/current.php>

Navigation: HOME, SEARCH, ADD, E-MAIL, RESOURCES, DOCUMENTS, REPORTS, FORMS, CALENDAR, MY TASKS

Navigation: QUICK OVERVIEW, MORE DETAILS, MILITARY SERVICE, **CURRENT RATINGS**, PENDING ISSUES, FINANCIAL ASSISTANCE, PAYMENTS, DEPENDENTS, COMMUNICATION, RECORDS, FINANCIALS, PACKAGE A CLAIM, MY VETS

NAME: Duck, Donald SSN: 001-01-0001 OFFICE: CLAIMS OFFICE VA CLAIM #: 12345678 POA: South Dakota Department of Veterans Affairs

**COMBINED RATING: 40 %** **CURRENT RATINGS HELD** [ADD A NEW RATING](#)

<b>RECIPIENT:</b> Veteran <b>TYPE:</b> Compensation - Direct <b>EFFECTIVE DATE:</b> Jul. 27, 2002 <b>NOTES:</b> PTSD	<b>% GRANTED:</b> 30% <b>DIAG CODE/NAME:</b> 9411 NEUROLOGICAL CONDITIONS AND CONVULSIVE DISORDERS - Anxiety Disorders - Post-traumatic stress disorder <b>DATE STOPPED:</b>	<b>IS BILATERAL?</b> No <b>FUTURE EXAM:</b>	<a href="#">EDIT</a> <a href="#">DELETE</a>
<b>RECIPIENT:</b> Veteran <b>TYPE:</b> Compensation - Direct <b>EFFECTIVE DATE:</b> Jul. 27, 2002 <b>NOTES:</b> Hearing Loss, Left Ear	<b>% GRANTED:</b> 10% <b>DIAG CODE/NAME:</b> 6100 <b>DATE STOPPED:</b>	<b>IS BILATERAL?</b> No <b>FUTURE EXAM:</b>	<a href="#">EDIT</a> <a href="#">DELETE</a>
<b>RECIPIENT:</b> Veteran <b>TYPE:</b> Compensation - Direct <b>EFFECTIVE DATE:</b> Jul. 27, 2002 <b>NOTES:</b> Tinnitus	<b>% GRANTED:</b> 10% <b>DIAG CODE/NAME:</b> 6260 THE EAR - Tinnitus, recurrent - <b>DATE STOPPED:</b>	<b>IS BILATERAL?</b> No <b>FUTURE EXAM:</b>	<a href="#">EDIT</a> <a href="#">DELETE</a>

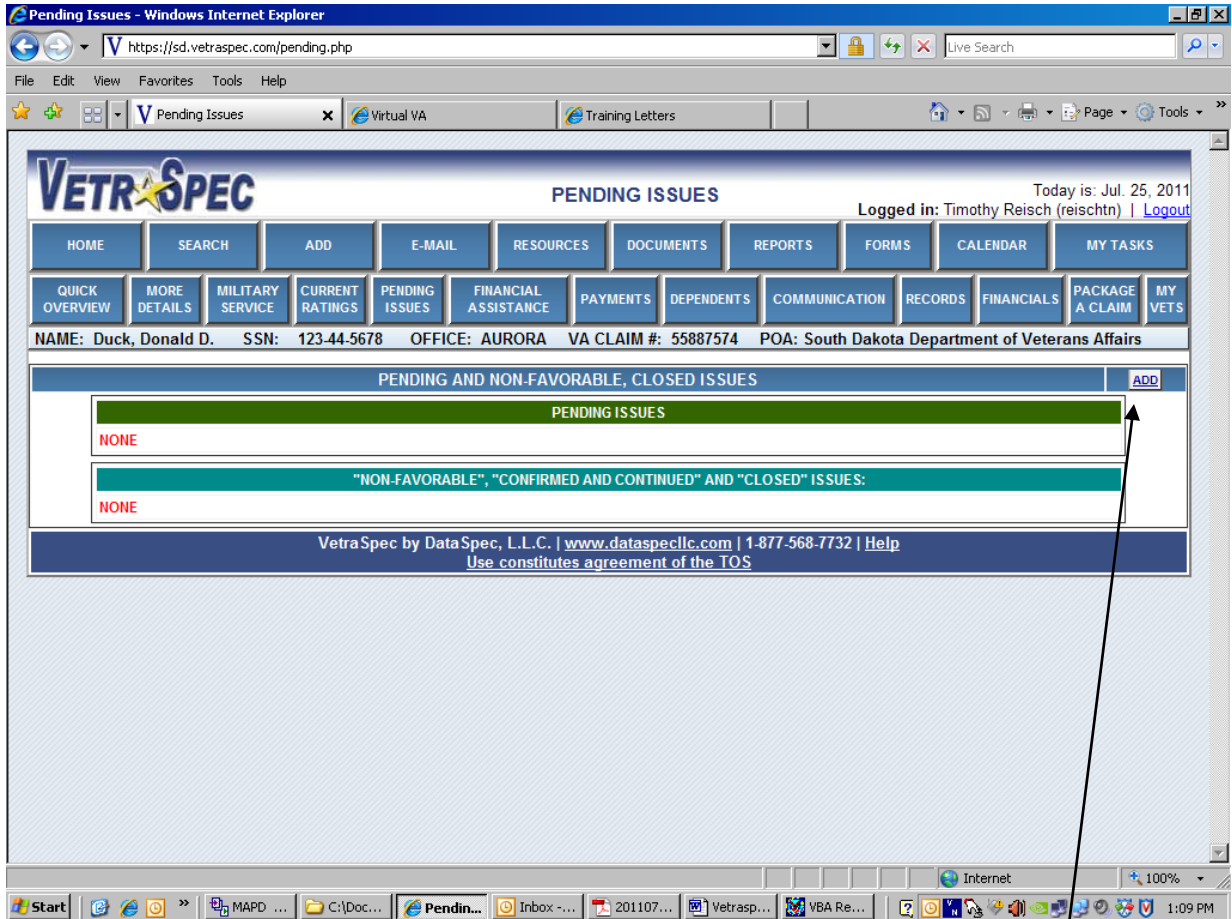
VetraSpec by DataSpec, L.L.C. | [www.dataspecllc.com](http://www.dataspecllc.com) | 1-877-568-7732 | [Help](#)  
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- This goes into detail about each disability, the % rated, the effective date of the rating, and any notes about the condition.
- This screen also shows the combined rating % in the upper left hand corner.



## Pending Issues

- This will take you to a screen that shows the pending issues of the veteran, both open and closed.
- For a new veteran this screen looks like...



- If you want to add any pending issues for this veteran you will click on **Add** in the upper right hand corner.

- When you click on **Add** the following screen will appear...

The screenshot shows a web browser window titled "Add Pending Issue - Windows Internet Explorer". The address bar shows "https://sd.vetraspec.com/addpending.php". The browser has several tabs open: "Add Pending Issue", "Virtual VA", and "Training Letters". The page has a navigation bar with buttons for "QUICK OVERVIEW", "MORE DETAILS", "MILITARY SERVICE", "CURRENT RATINGS", "PENDING ISSUES", "FINANCIAL ASSISTANCE", "PAYMENTS", "DEPENDENTS", "COMMUNICATION", "RECORDS", "FINANCIALS", "PACKAGE A CLAIM", and "MY VETS". Below the navigation bar, the user information is displayed: "NAME: Duck, Donald", "SSN: 001-01-0001", "OFFICE: CLAIMS OFFICE", "VA CLAIM #: 12345678", and "POA: South Dakota Department of Veterans Affairs". The main form is titled "ADD PENDING ISSUE" and contains the following sections:

- ISSUES - ADD ONE PER LINE**: A section on the left with a large oval drawn around it, indicating where to add issues.
- RECIPIENT**: A dropdown menu with "Veteran" selected.
- ORIGINAL OR REOPENED?**: A dropdown menu with "Original" selected.
- CLOSED?**: A dropdown menu with "No" selected.
- REVIEW BY**: A date selection field with "Month", "Day", and "Year" dropdowns, and a checkbox for "Remind me of this date (put in 'My Tasks'). Task description:".
- DATE FILED**: A date selection field with "Month", "Day", and "Year" dropdowns.
- STATUS**: A dropdown menu with "In progress" selected.
- RATING RECEIVED**: A date selection field with "Month", "Day", and "Year" dropdowns.
- NOD FILED**: A date selection field with "Month", "Day", and "Year" dropdowns.
- SOC RECEIVED**: A date selection field with "Month", "Day", and "Year" dropdowns.
- FORM 9 FILED**: A date selection field with "Month", "Day", and "Year" dropdowns.
- REMAND**: A date selection field with "Month", "Day", and "Year" dropdowns.
- BVA**: A date selection field with "Month", "Day", and "Year" dropdowns.
- NOTES**: A text area with a rich text editor toolbar.
- Path**: A text field.
- Save**: A button.

At the bottom of the page, there is a footer with the text: "VetraSpec by DataSpec, L.L.C. | www.dataspecllc.com | 1-877-568-7732 | Help" and "Use constitutes agreement of the TOS".

- You will add each issue on the left hand part of the screen (Circled Above)
  - Each issue that goes in will be for a particular condition.
    - EX: Tinnitus, Depression, Headaches
- You will then enter additional information on the right hand side of the screen, such as...
  - Recipient (Veteran, Spouse, Etc.)
  - Original or Re-Opened (Original for new claim, Re-Opened for increase etc.)
  - Closed (Yes or No) (Should always be No for ongoing issues)
  - Date Filed (Date you filed the claim)
  - Status (In progress, Favorable, Non-Favorable, etc) (Should always be In Progress for ongoing issues)
  - Notes (Any other info you want added in the pending issue.)

- The other information such as...
  - Rating Received
  - NOD Filed
  - SOC Received
  - Form 9 Filed
  - Remand
  - BVA
- These will all be entered by the Claims office staff only upon the rating of the veterans claim.
- An example screen of what it should look like when you add pending issues is shown below...

ADD PENDING ISSUE

ISSUES - ADD ONE PER LINE

RECIPIENT: Veteran ORIGINAL OR REOPENED? Original CLOSED? No

REVIEW BY: Month Day Year Remind me of this date (put in "My Tasks"). Task description:

DATE FILED: July 25 2011 STATUS: In progress RATING RECEIVED: Month Day Year

NOD FILED: Month Day Year SOC RECEIVED: Month Day Year FORM 9 FILED: Month Day Year

REMAND: Month Day Year BVA: Month Day Year

NOTES:

All treatment done at the Sioux Falls VAMC.

Path: p

Save

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- As you can see above you will only fill out the information you know, once you have submitted all this information you will click on **Save**

- After selecting save the following screen will appear...

Pending Issues - Windows Internet Explorer

https://sd.vetraspec.com/pending.php?vet\_id=845

File Edit View Favorites Tools Help

Pending Issues Virtual VA

PENDING AND NON-FAVORABLE, CLOSED ISSUES

PENDING ISSUES

[EDIT](#) ISSUE: Hearing Loss

RECIPIENT: Veteran

ORIGINAL OR REOPENED? Original claim

REVIEW BY:

CLAIM STATUS: In progress

CLOSED: NO

NOTES:

Submitted hearing test from private doctor to VA on 5/15/2009.

[EDIT](#) ISSUE: PTSD

RECIPIENT: Veteran

ORIGINAL OR REOPENED? Original claim

REVIEW BY:

CLAIM STATUS: In progress

CLOSED: NO

NOTES:

[EDIT](#) ISSUE: Tinnitus

RECIPIENT: Veteran

ORIGINAL OR REOPENED? Original claim

REVIEW BY:

CLAIM STATUS: In progress

CLOSED: NO

NOTES:

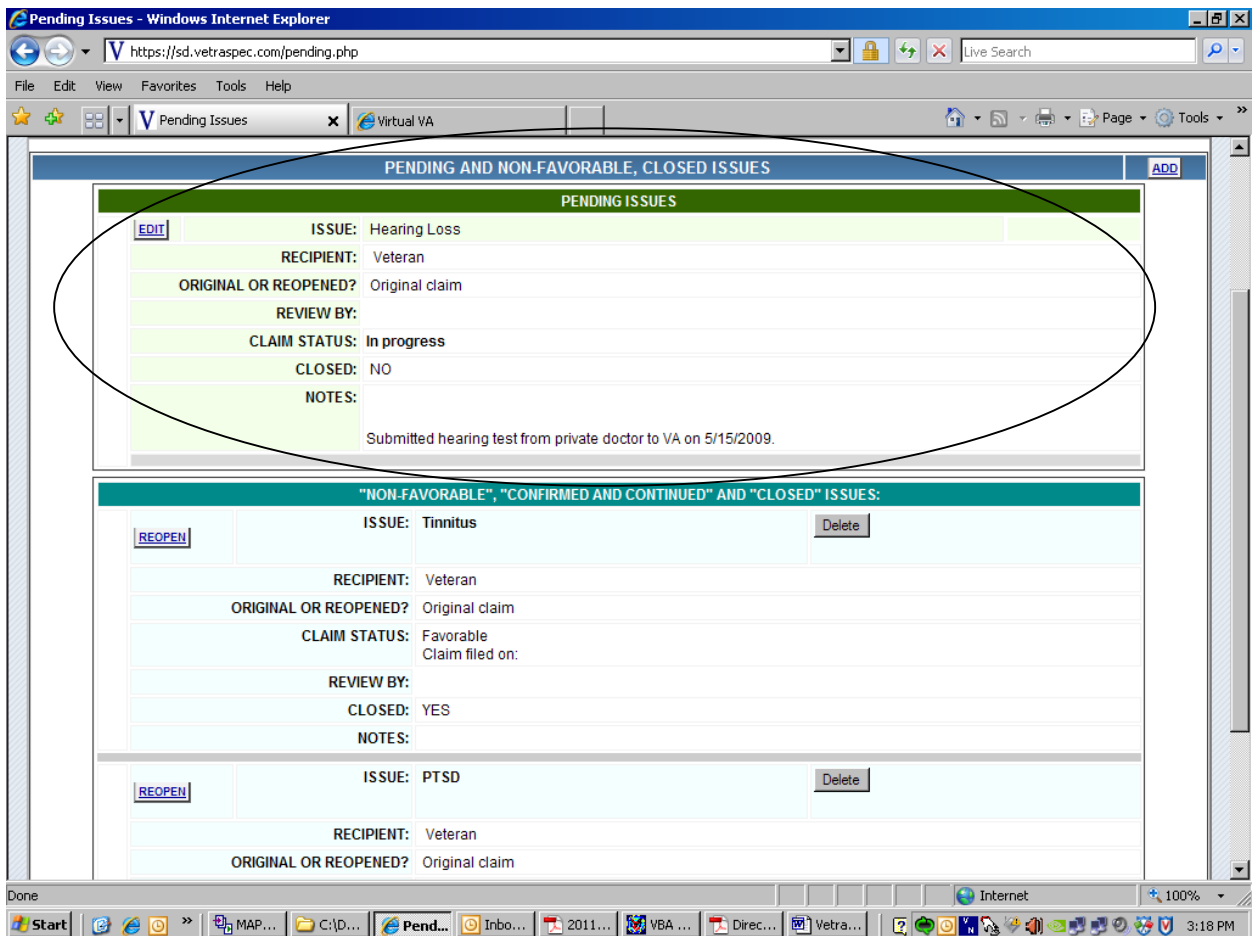
Done

Start MAP... C:\D... Pend... Inbo... 2011... VBA ... Direc... Vetra... Internet 100% 2:51 PM

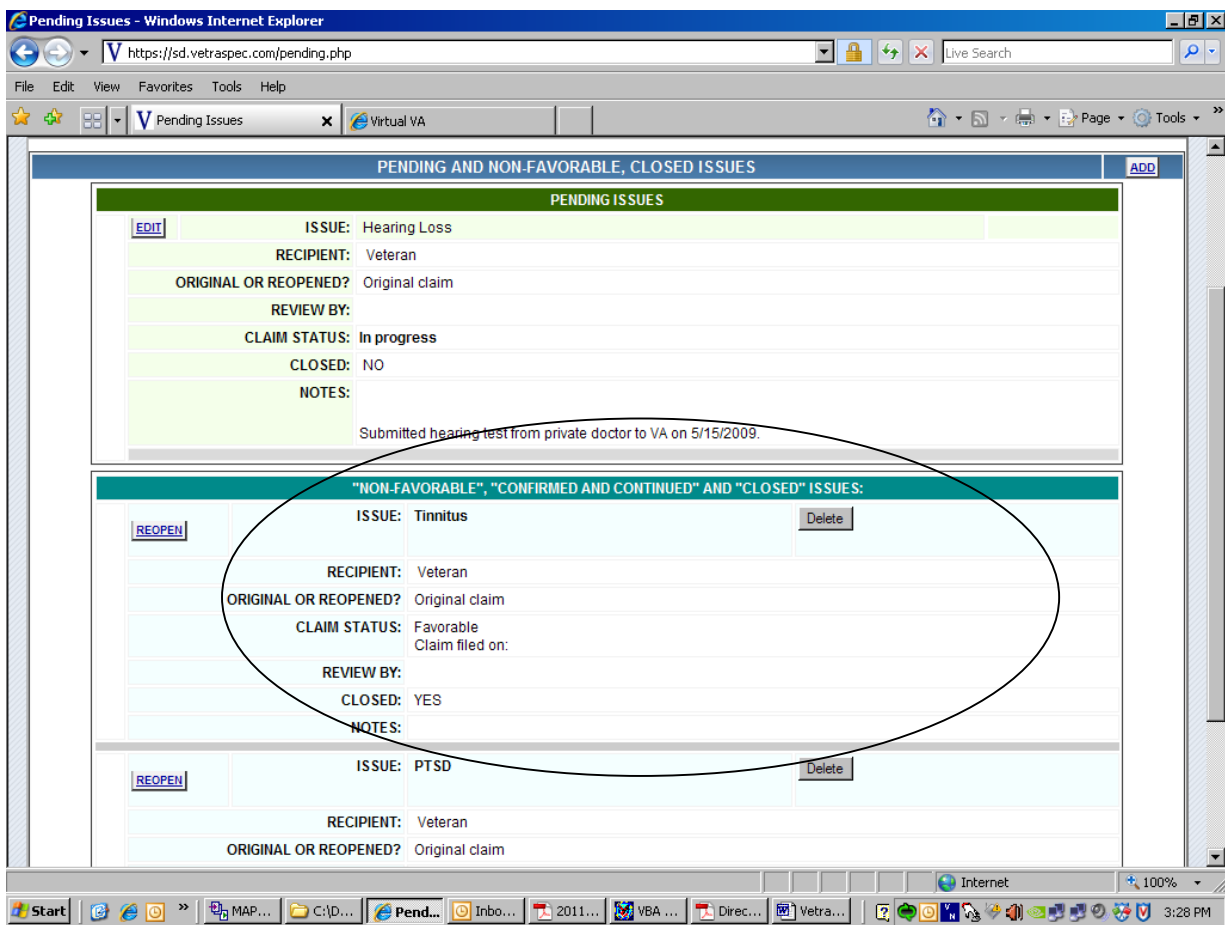
- The pending issues screen will now show a box for each condition you have named in the previous screen.

## Open/Closed Issues

- There are two types of pending issues, open and closed
- First we will look at open pending issues
  - An open pending issue is an issue that is current and ongoing.
  - Examples of this are new comp claims, files for increase, active appeals, or any issue that is currently active in the VA system.
  - These open pending issues appear at the top of the **Pending Issues** screen in the dark green box.
  - An example of an open pending issue is circled in the screen shown below...



- We will now look at closed pending issues.
  - A closed pending issue is an old issue that has already been resolved.
  - These can be favorable or non-favorable
  - The reason we have these old closed issues is to give us the ability to look at what the veteran has filed a claim for in the past.
  - These closed issues will show both favorable conditions (conditions granted service connection) and non-favorable conditions (conditions not granted service connection)
  - Closed pending issues appear below the open pending issues in the lighter green boxed in area of the **Pending Issues** page.
  - An example of what a closed pending issue looks like is circled in the screen shown below...



## Financial Assistance

- We are not currently using this tab

## Payments

- This will take you to a screen that shows the up to date payment information of the veteran
- The **Payments** screen looks like...

The screenshot shows a web application titled "VETASPEC" with a "PAYMENTS" section. The user is logged in as Timothy Reisch (reischtn) on July 25, 2011. The interface includes a navigation menu with tabs like HOME, SEARCH, ADD, E-MAIL, RESOURCES, DOCUMENTS, REPORTS, FORMS, CALENDAR, and MY TASKS. Below this, there are more specific tabs: QUICK OVERVIEW, MORE DETAILS, MILITARY SERVICE, CURRENT RATINGS, PENDING ISSUES, FINANCIAL ASSISTANCE, PAYMENTS, DEPENDENTS, COMMUNICATION, RECORDS, FINANCIALS, PACKAGE A CLAIM, and MY VETS. The main content area displays a table of payments for a veteran named Duck, Donald, with SSN 001-01-0001. The table has columns for RECIPIENT, START DATE, STOPPED DATE, REFERENCE, AMOUNT, and NOTES. Two payments are listed: one for \$1,250.00 (Retroactive) and another for \$541.00 (Compensation - Direct). Each row has EDIT and DELETE buttons. At the bottom, there is a footer with contact information for VetrSpec by DataSpec, L.L.C.

RECIPIENT	START DATE	STOPPED DATE	REFERENCE	AMOUNT	NOTES
Veteran	Jun. 04, 2006	Jun. 04, 2006	Retroactive	\$1,250.00	Retro Payment
Veteran	Jul. 05, 2005		Compensation - Direct	\$541.00	

- This screen shows the amount that the veteran receives monthly.
- It also shows the start date of the payment along with the type of payment received (Compensation/Pension)
- This screen also shows any retroactive payments the veteran has received in the last year.
- The Claims Office staff members are the only individuals authorized to edit payment information on veterans.
- CVSO's will only be able to view the payment amounts.

## Dependents

- This takes you to a screen that shows the dependents of the veteran.
- When you click on the **Dependents** tab the following screen appears...

DEPENDENTS

Today is: Aug. 01, 2011  
Logged in: Timothy Reisch (reischtn) | [Logout](#)

HOME SEARCH ADD E-MAIL RESOURCES DOCUMENTS REPORTS FORMS CALENDAR MY TASKS

QUICK OVERVIEW MORE DETAILS MILITARY SERVICE CURRENT RATINGS PENDING ISSUES FINANCIAL ASSISTANCE PAYMENTS DEPENDENTS COMMUNICATION RECORDS FINANCIALS PACKAGE A CLAIM MY VETS

NAME: Duck, Donald SSN: 001-01-0001 OFFICE: CLAIMS OFFICE VA CLAIM #: 12345678 POA: South Dakota Department of Veterans Affairs

DEPENDENTS										
EDIT	DELETE	NAME:	Duck, Daffy	RELATIONSHIP:	Spouse	DATE OF BIRTH:	Feb. 23, 1976	PLACE OF BIRTH:		
		ANCILLIARY BENEFITS:								
		SOC. SEC. #	001-05-0000	MARRIAGE DATE:	Apr. 23, 1994	MARRIAGE PLACE:		DATE OF DEATH:		
		PLACE OF DEATH:								
		DATE OF DIVORCE:								
		PLACE OF DIVORCE:								

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- On this screen you can see the veterans dependents...
  - Name
  - Relationship (Spouse, Child, Etc.)
  - DOB
  - Social Security Number
  - Other important dates (marriage, death, etc)
- If you want to add a dependent you will click on **Add** in the upper right hand corner of the screen.



- When you click on **Add** the following screen will appear...

**ADD A DEPENDENT**

FIRST NAME:

MIDDLE NAME:

LAST NAME:

RELATIONSHIP TO VETERAN:

DATE OF BIRTH:

PLACE OF BIRTH:

SOC. SEC. #:

MARRIAGE DATE:

MARRIAGE PLACE:

DATE OF DEATH:

PLACE OF DEATH:

DATE OF DIVORCE:

PLACE OF DIVORCE:

THIS PERSON IS ALSO A CLAIMANT ☐

ADDRESS:

ADDRESS 2:

CITY:  State:  ZIP:

PHONE: (  )

**Add**

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- On this screen you simply add all known information in the dependent.
- When you are finished you will click on **Add** which will save the new dependent in the veterans page.
- Please note that even if you add a dependent in Vetraspec you will still need to notify the VA of the new dependent.

## Communication

- The **Communication** tab is one of the functions on Vetraspec you will use the most.
- It is a way for you to stay in contact with the claims office that has been done on your claim.
- It is also an area on each veterans page where you can leave yourself notes as to what you have all done with the veterans claim.
- After clicking on the **Communication** tab the following screen will appear...

Communication - Windows Internet Explorer

https://sd.vetraspec.com/communication.php

File Edit View Favorites Tools Help

Communication Virtual VA

NAME

Submit

NEW COMMUNICATION

TYPE:

- ☒ Office visit
- ☐ VA communication
- ☐ CVSO communication
- ☐ Phone
- ☐ Incoming mail
- ☐ E-mail
- ☐ Other
- ☐ Outgoing mail
- ☐ Home visit
- ☐ FAX
- ☐ Outreach
- ☐ Lost claim
- ☐ 100% P&T and Chapter 35

DATE: August 1, 2011 TIME: 10:40 a.m.

B I U ABC [text formatting icons]

Path:

Submit

(1 item remaining)

Start Inbo... C:\D... MAP... Com... Direc... summ... Vetra... VBA ... Internet 100% 9:42 AM

- There are numerous different types of communication you can use. They are located in the circled area above.
- When leaving communication feedback you will choose one type of communication from the circled area, then you will type your message into the text box.
- Once you have the message typed in the text box you will click on **Submit**.
- The Communication you have left will be saved at the bottom of the **Communication** screen.

- An example of what saved communications look like at the bottom of the screen is...

The screenshot shows a web browser window titled "Communication - Windows Internet Explorer" with the URL "https://sd.vetraspec.com/communication.php". The page has a menu on the left with options: Home visit, FAX, Outreach, Lost claim, and 100% P&T and Chapter 35. A "Submit" button is at the bottom of this menu. Below the menu is a table titled "PAST COMMUNICATIONS WITH THIS VETERAN (MOST RECENT COMMUNICATIONS APPEAR AT THE TOP)".

DATE ENTERED/EDITED	DATE / TIME OF COMMUNICATION	ENTERED BY	TYPE	COMMUNICATION DETAILS
08-1-2011 10:55 am	Monday, Aug. 1, 2011 10:54 am	Timothy Reich	<a href="#">Phone</a>	Spoke with the veteran on the phone and he informed me that him and his wife were not getting divorced after all. Just a misunderstanding.
08-1-2011 10:54 am	Monday, Aug. 1, 2011 10:40 am	Timothy Reich	<a href="#">Office Visit</a>	The veteran stopped in the office, he informed me that he was in the process of getting a divorce. I informed him that once the divorce is final he would need to bring in a copy of the divorce decree. I explained to him that his wife would then come off of his award as a dependent.
06-30-2011 4:36 pm	Thursday, Jun. 30, 2011 4:36 pm	Timothy Reich	Filled out Form	Transmittal
06-30-2011 4:10 pm	Thursday, Jun. 30, 2011 4:10 pm	Timothy Reich	Filled out Form	21526
06-30-2011 3:37 pm	Thursday, Jun. 30, 2011 3:37 pm	Timothy Reich	Filled out Form	2122

At the bottom of the page, there is a footer: "VetraSpec by DataSpec, L.L.C. | [www.dataspecllc.com](http://www.dataspecllc.com) | 1-877-568-7732 | [Help](#)  
Use constitutes agreement of the TOS".

- This part of the screen shows all activity that has been done on the veteran recently.
- It shows the date and time the action occurred, and who entered the communication.
- It also shows the type of communication
  - Ex: Forms that were filled out, Office Visit, Phone Calls, and Transmittals sent Etc.
- The communication detail shows either the message left or the form number that was filled out.
- As you can see this portion of the page allows you to read through and get up to date with all that has been done with the veteran.
- You can read and leave any notes you find relevant.

- Vetraspec will always save the most recent communication and have it show up on the **Quick Overview** page
- This will look like...

Quick Overview of this Veteran Record - Windows Internet Explorer

https://sd.vetraspec.com/snapshot.php?vet\_id=845

File Edit View Favorites Tools Help

Quick Overview of this V... Virtual VA

HOME SEARCH ADD E-MAIL RESOURCES DOCUMENTS REPORTS FORMS CALENDAR MY TASKS

QUICK OVERVIEW MORE DETAILS MILITARY SERVICE CURRENT RATINGS PENDING ISSUES FINANCIAL ASSISTANCE PAYMENTS DEPENDENTS COMMUNICATION RECORDS FINANCIALS PACKAGE A CLAIM MY VETS

NAME: Duck, Donald SSN: 001-01-0001 OFFICE: CLAIMS OFFICE VA CLAIM #: 12345678 POA: South Dakota Department of Veterans Affairs

**DEMOGRAPHICS OVERVIEW** EDIT

No Photo Uploaded Yet

ADDRESS: Po Box 2501

CITY: Sioux Falls

STATE: SD

ZIP: 57117

DAYTIME PHONE: 605.333.6869

EVENING PHONE:

CELL: ()

EMAIL:

MEDICAL INFORMATION:

NOTES:

CVSO: David Wells-Claims Office

CLAIMS OFFICE PERSON: David Wells

LAST Date: 07-01-2011

COMMUNICATION: Entered by: Timothy Reisch

Spoke with veteran about any questions he may have. None at this time

**PENDING ISSUES OVERVIEW** ADD

ISSUE: HEARING LOSS

RECIPIENT: Veteran EDIT

ORIGINAL OR REOPENED? Original claim

CLAIM STATUS: In progress

REVIEW BY:

NOTES: Submitted hearing test from private doctor to VA on 5/15/2009.

**CURRENT RATINGS HELD OVERVIEW** ADD

Combined rating: 40 %

NONE

VetraSpec by DataSpec, L.L.C. | www.dataspecllc.com | 1-877-568-7732 | Help

Use constitutes agreement of the TOS

Start Inbo... C:\D... MAP... Quic... Direc... summ... VBA ... Vetra... Internet 100% 10:17 AM

## Records

- We are not currently using this tab in Vetraspec

## Financials

- We are not currently using this tab in Vetraspec

## Package a Claim

- This is the feature that you will use to submit claims through the Vetraspec system.
- The screen that appears when you click on the **Package a Claim** tab looks like...

**VETRASPEC** **PACKAGE A CLAIM** Today is: Jul. 19, 2011  
Logged in: Timothy Reisch (reischtn) | [Logout](#)

HOME SEARCH ADD E-MAIL RESOURCES DOCUMENTS REPORTS FORMS CALENDAR MY TASKS

QUICK OVERVIEW MORE DETAILS MILITARY SERVICE CURRENT RATINGS PENDING ISSUES FINANCIAL ASSISTANCE PAYMENTS DEPENDENTS COMMUNICATION RECORDS FINANCIALS PACKAGE A CLAIM MY VETS

NAME: Duck, Donald SSN: 001-01-0001 OFFICE: CLAIMS OFFICE VA CLAIM #: 12345678 POA: South Dakota Department of Veterans Affairs

**PACKAGE A NEW CLAIM**

This form allows you to prepare a claim and send it electronically to the State Department Claims Office. Select the forms and documents you wish to attach, enter any information you'd like to communicate to the State Department and click Send. When you have finished, you may check the History below or the [Claims Status](#) page to see the status of the claim.

FORMS TO ATTACH	DOCUMENTS TO ATTACH	NOTES
<input type="checkbox"/> 2122 <input type="checkbox"/> 214138 <input type="checkbox"/> 214142 <input type="checkbox"/> 21526 <input type="checkbox"/> sddva_policy_statement	<input type="checkbox"/>	<p><b>B</b> <i>I</i> <u>U</u>   ABC [List Bulleted Numbered] [Link] [Image] [PDF] [Word] [Excel] [PowerPoint] [Flash] [Silverlight] [Media]</p> <p>Path:</p> <p><input type="button" value="Send"/></p>

**CLAIM HISTORY AND STATUS**

Date	Status	Comment	Document	Notes	Modified by	Action
(1 item remaining)						

- This screen allows you to pick the forms you want added into the claim you will submit.
  - NOTE: Only the forms you have completed and saved in Vetraspec will appear in this window
- You will then check the forms you want added in the claim. This screen also gives you the option to attach any scanned documents you may want to add to the claim. (Birth/Marriage/Death Certificates etc.)
- Finally, this screen will allow you to write ant message you want to give to the claims office that is pertinent information to the claim you are submitting.
- The following screen is an example of what it will look like when you are ready to submit the claim...

Package a Claim - Windows Internet Explorer

https://sd.vetraspec.com/package\_claim.php

File Edit View Favorites Tools Help

Virtual VA Package a Claim

**VETR★SPEC** **PACKAGE A CLAIM** Today is: Jul. 19, 2011  
 Logged in: Timothy Reisch (reischtn) | [Logout](#)

HOME SEARCH ADD E-MAIL RESOURCES DOCUMENTS REPORTS FORMS CALENDAR MY TASKS

QUICK OVERVIEW MORE DETAILS MILITARY SERVICE CURRENT RATINGS PENDING ISSUES FINANCIAL ASSISTANCE PAYMENTS DEPENDENTS COMMUNICATION RECORDS FINANCIALS PACKAGE A CLAIM MY VETS

NAME: Duck, Donald SSN: 001-01-0001 OFFICE: CLAIMS OFFICE VA CLAIM #: 12345678 POA: South Dakota Department of Veterans Affairs

**PACKAGE A NEW CLAIM**

This form allows you to prepare a claim and send it electronically to the State Department Claims Office. Select the forms and documents you wish to attach, enter any information you'd like to communicate to the State Department and click Send. When you have finished, you may check the History below or the [Claims Status](#) page to see the status of the claim.

FORMS TO ATTACH	DOCUMENTS TO ATTACH	NOTES
<input checked="" type="checkbox"/> 2122 <input checked="" type="checkbox"/> 214138 <input type="checkbox"/> 214142 <input checked="" type="checkbox"/> 21526 <input checked="" type="checkbox"/> sddva_policy_statement	<input type="checkbox"/>	<p><b>B I U</b> ABC [text formatting icons]</p> <p>Original Claim for 1.) Hearing Loss 2.) Tinnitus 3.) PTSD. I have also attached a 21-4138 as teh veteran had a statement concerning his hearing loss.</p> <p>Please take the appropriate action. Thank You.</p> <p>Path: p</p> <p><b>Send</b></p>

**CLAIM HISTORY AND STATUS**

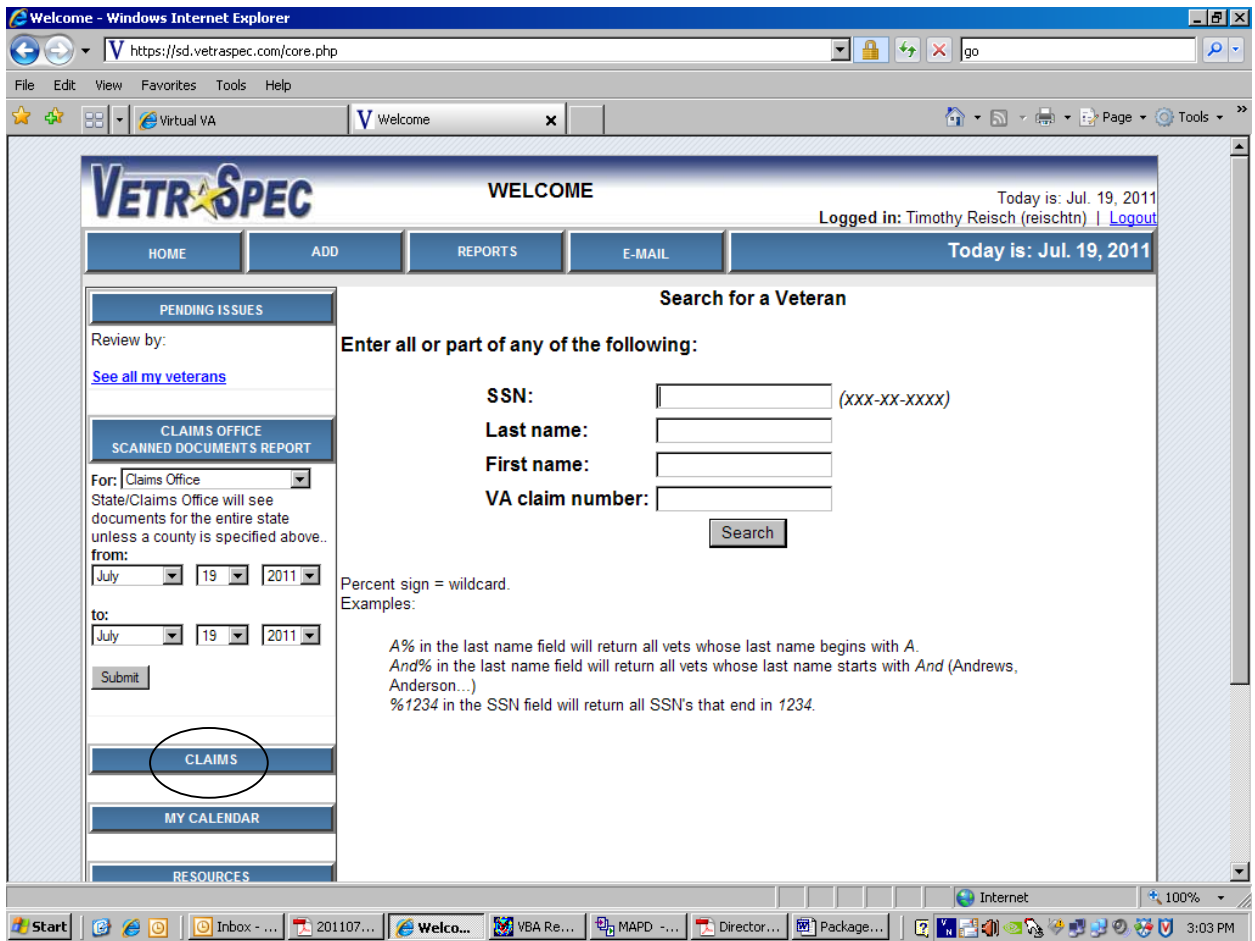
Date sent	Status	Forms sent	Docs sent	Notes	Worked by	Action

Done

Start [taskbar icons] 3:00 PM

- As shown above, once the desired forms/documents are selected and a brief note explaining the action you want taken is given, you click on **Send**.

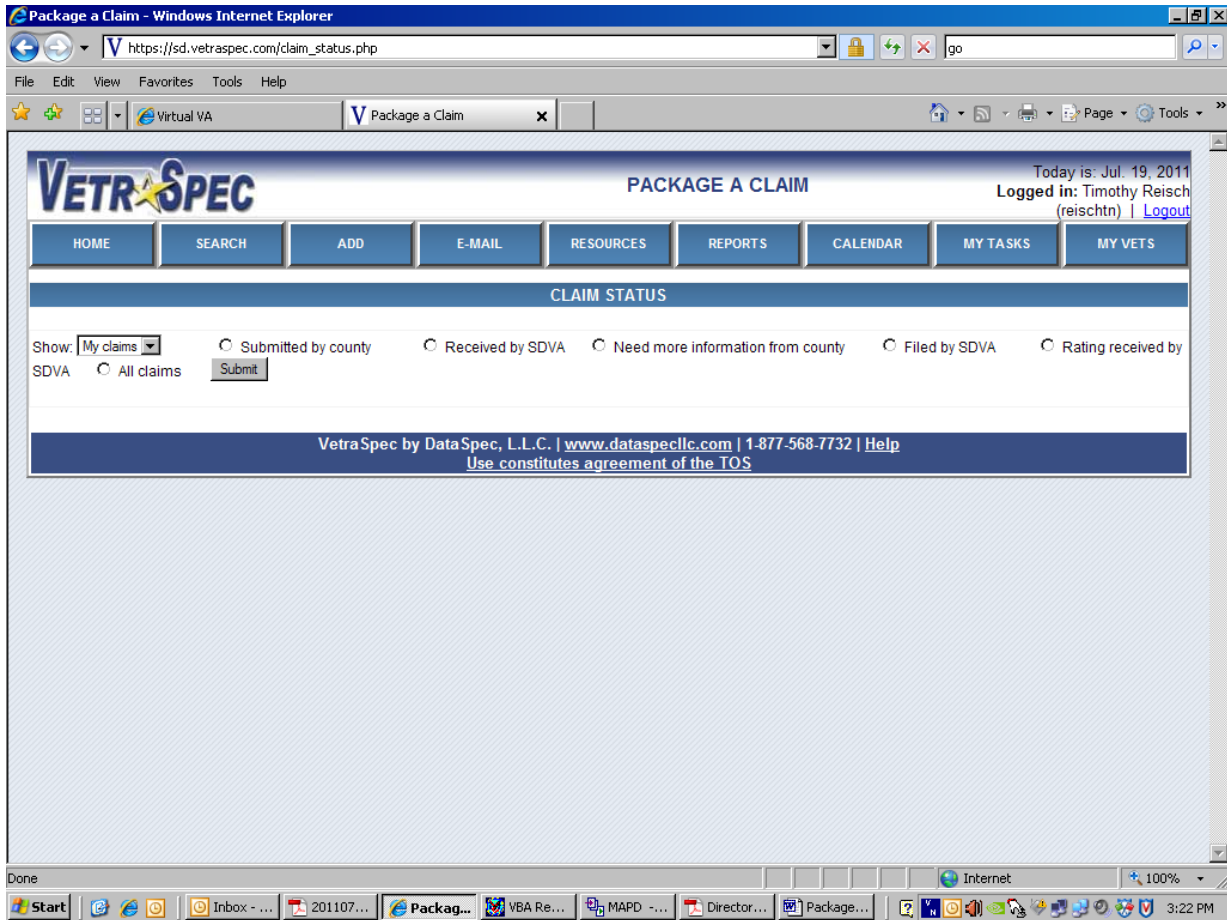
- To check the status of this new claim or any other claim you need to go back to the **Home** page...



## Click on **Claims**

- This will take you to a screen that will ask you a few search options to find the recent claims you have submitted via the *Package a Claim* function in Vetraspec.

- The screen that appears when you click on the **Claims** tab looks like...



- This page will allow you to choose from a variety of search options to filter the claims you want to check on.
- The search options are...
  - Submitted by county
  - Received by SDVA
  - Need more information from county
  - Filed by SDVA
  - Rating Received by SDVA
  - All Claims
- Once you have the desired search filter options you want selected you can click on the **Submit** button.
- The screen that appears when you click on the **Submit** button looks like...



Package a Claim - Windows Internet Explorer

https://sd.vetraspec.com/claim\_status.php

File Edit View Favorites Tools Help

Virtual VA Package a Claim

**VETRASPEC** **PACKAGE A CLAIM** Today is: Jul. 19, 2011  
 Logged in: Timothy Reisch (reischtn) | [Logout](#)

HOME SEARCH ADD E-MAIL RESOURCES REPORTS CALENDAR MY TASKS MY VETS

**CLAIM STATUS**

Show: ☐ My claims ☐ Submitted by county ☐ Received by SDVA ☐ Need more information from county ☐ Filed by SDVA ☐ Rating received by SDVA ☐ All claims

**SUBMITTED**

VET	DATE PACKAGED	STATUS	NOTES	COUNTY	CVSO	CLAIMS OFFICER	ACTION
[Boxed out]	07-19-2011	<input type="checkbox"/> Received	DEPENDENT'S GUARDIAN FILES FOR APPORTIONMENT.	Pennington	Neal Lutke	Lucy Hartman	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print</a>
[Boxed out]	07-07-2011	Resubmitted Resent to state on: 07-07-2011 Sent to state on: 07-07-2011	<p><b>FROM THE CVSO:</b> Veteran is also requesting to enroll in VocRehab. Application was sent through the mail. Veteran is requesting a re evaluation of his 20% service connected knee condition. He continues to have problems and is hindering his job.</p> <p>Veteran also has blood in his urine which he attributes to taking the pain medication for his knee.</p> <p>Veteran also has high blood pressure which he was prescribed medication for initially be VA. He believes the condition is also related to his military service.</p>	Pennington	Dan Kivi	David Wells	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print</a>

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 Use constitutes agreement of the TOS

Start | Internet | 100% | 3:35 PM

- As you can see above, this screen shows the name and file number of the vet. (Boxed out for privacy reasons)
- It also shows the date the claim was packaged and current status of the claim.
- The notes section shows any notes left by either the CVSO or claims office employee.
- You can also see the county the claim came in from and the CVSO of the respected county.
- You can see who the claims officer is who is working the claim in Sioux Falls.
- Finally, under the Action section you can edit, delete, or print the claim status out.
  - NOTE: The claims office staff are the only users who are authorized to delete claims.

## Notes

- Once you have submitted your claim via the *Package a Claim* function it will automatically be assigned to Lucy in the Sioux Falls claims office.
- Lucy then will assign the claim to a service officer.
- If there is any more information needed or the service officer has any questions on the claim they will send it back to you to fix or add more information.
  - NOTE: This is why it is important for you to check the status of the claims you have submitted to see if more is needed from your office.
- Once the claim is sent back the service officer will then print out the claim in Sioux Falls and submit it to the VA for adjudication.
  - The *Package A Claim* function is only intended to be used for veterans who are residents of South Dakota and have their POA through one of the service organizations the SDDVA represents.(Not PVA or DAV)
    - Retired Enlisted
    - SDDVA
    - VFW
    - American Legion
    - Military Order of the Purple Heart
    - Blinded Veterans Association
    - Non-Commissioned Officers Association
    - American Ex-POW

## **My Vets**

- When clicking on this tab you will be taken to a screen that shows a list of all veterans assigned to you in your county.

## **Veterans Page (Cont)**

- We now will look at the top row of tabs on the veterans page.
  - We will start from right to left.

## **My Tasks**

- You will not be using this tab in Vetraspec

## **Calendar**

- This will take you to a fillable calendar you can use if you wish.

## Forms

- When you click on the **Forms** tab the following screen will appear...

The screenshot shows a web browser window titled "Forms - Windows Internet Explorer" with the URL "https://sd.vetraspec.com/forms.php". The page has a navigation bar with tabs: QUICK OVERVIEW, MORE DETAILS, MILITARY SERVICE, CURRENT RATINGS, PENDING ISSUES, FINANCIAL ASSISTANCE, PAYMENTS, DEPENDENTS, COMMUNICATION, RECORDS, FINANCIALS, PACKAGE A CLAIM, and MY VETS. Below the navigation bar, user information is displayed: NAME: Duck, Donald, SSN: 001-01-0001, OFFICE: CLAIMS OFFICE, VA CLAIM #: 12345678, POA: South Dakota Department of Veterans Affairs.

The main content area is titled "FORMS" and is divided into two sections:

- Available forms (all forms open in a new window)**: This section lists various forms categorized by type.
 

Form Name	Category
<a href="#">Transmittal Letter</a> (Only visible to State Department.)	SDDVA
<a href="#">Blank letterhead</a> (Only visible to State Department.)	SDDVA
<a href="#">Claim Coverletter</a>	SDDVA
<a href="#">SDDVA Policy Statement</a>	SDDVA
<a href="#">Traumatic Brain Injury (TBI) Signs and Symptoms Questionnaire</a>	SDDVA
<a href="#">VA 119</a> Report of Contact	SDDVA
<b>Claims Office Forms</b> (invisible to all other offices)	
<a href="#">Revoke Letter</a>	SDDVA
<a href="#">Veteran 100%</a>	SDDVA
<a href="#">BVA Video Hearing Letter</a>	SDDVA
<a href="#">BVA Travel Board Hearing Letter</a>	SDDVA
<a href="#">Video Hearing Letter</a>	SDDVA
<a href="#">Sioux Falls Hearing Letter</a>	SDDVA
<a href="#">Overpayment Letter</a>	SDDVA
<b>VARO COMMON FORMS</b>	
<a href="#">20-572</a> Request for Change of Address/Cancellation of Direct Deposit	VBA
<a href="#">21-22</a> Appointment of Veterans Service Organization	VBA
<a href="#">21-4138</a> Statement in Support of Claims	VBA
<a href="#">21-4142</a> Authorization & Consent to Release Information to the DVA	VBA
<a href="#">24-0296</a> Direct Deposit Enrollment	VBA
- Forms printed for this veteran (opens in a new window)**: This section displays a table of forms that have been printed for the veteran.
 

FORM #	DATE PRINTED	ACTION
2122	Jul. 11, 2011	<a href="#">Edit</a> <a href="#">Print</a> <a href="#">X</a>
sddva_policy_statement	Jun. 30, 2011	<a href="#">Edit</a> <a href="#">Print</a> <a href="#">X</a>
214142	Jun. 30, 2011	<a href="#">Edit</a> <a href="#">Print</a> <a href="#">X</a>
214138	Jun. 30, 2011	<a href="#">Edit</a> <a href="#">Print</a> <a href="#">X</a>
21526	Jul. 11, 2011	<a href="#">Edit</a> <a href="#">Print</a> <a href="#">X</a>

- On this page you will be able to complete a broad number of forms available.
- The forms listed on the left side of the screen are blank and new.
- Once you click on the desired form it will pop up in a new window.
  - Vetraspec will automatically pull any information over into the form that you have already put into the veterans page such as...
    - Name
    - DOB
    - Social Security Number
    - Military Service
    - Dependents

- Once you are done with the form you can either print it now or save it to complete it later.
- You will have these two options at the bottom of the form.
- This looks like...

Forms - Windows Internet Explorer

https://sd.vetraspec.com/forms.php

21-22 - Windows Internet Explorer

https://sd.vetraspec.com/forms/2122.php?fid=6723&mode=edit

File Edit View Favorites Tools Help

21-22

authorize the Department of Veterans Affairs to release any and all of my records, to include disclosure of my Federal tax information (other than as provided in Items 13 and 14), to that service organization appointed as my representative. It is understood that no fee or compensation of whatsoever nature will be charged me for service rendered pursuant to this power of attorney. I understand that the service organization I have appointed as my representative may revoke this power of attorney at any time, subject to 38 CFR 20.608. Additionally, in those cases where a veteran's income is being developed because of an income verification necessitated by an Internal Revenue Service verification match, the assignment of the service organization as the veteran's representative is only valid for five years from the date this form is signed for purposes restricted to the verification match. Signed and accepted subject to the foregoing conditions.

**THIS POWER OF ATTORNEY DOES NOT REQUIRE EXECUTION BEFORE A NOTARY PUBLIC**

15. SIGNATURE OF CLAIMANT (Do Not Print)

16. DATE SIGNED

May 10 2011

VA FORM 21-22-1 SENT TO: CER FILE EDU FILE INSURANCE DATE SENT ACKNOWLEDGED (Date) REVOKED (Reason and date)

VA FORM JUN 2009

NOTE: As long as this appointment is in effect the organization named herein will be recognized as the sole agent for presentation of your claim before the Department of Veterans Affairs in connection with your claim or any portion thereof.

EXISTING STOCKS OF VA FORM 21-22, NOV 2005, WILL BE USED.

Choose one:

☒ Save this form and complete it later.

☐ Save this form and print it now.

Go

Done

Internet 100%

Start

20-572 Request for Change of Address/Cancellation of Direct Deposit VBA

11:01 AM

- If you click on save *this form and print it now* a window will appear with a print preview of the form.
- You will then just need to select *Print* and select the desired number of copies.
- If you click on *save this form and complete it later* Vetraspec will save the form as you have completed for you to complete at a later time.
  - Even if you are done with the form you can use this function to save the completed form in the forms page.

- The completed and saved forms appear on the right side of the forms page.
- An example of these forms is circled in the window below...

The screenshot shows the Vetraspec Forms page in Internet Explorer. The browser address bar shows <https://sd.vetraspec.com/forms.php>. The page has a navigation bar with tabs: QUICK OVERVIEW, MORE DETAILS, MILITARY SERVICE, CURRENT RATINGS, PENDING ISSUES, FINANCIAL ASSISTANCE, PAYMENTS, DEPENDENTS, COMMUNICATION, RECORDS, FINANCIAL, PACKAGE A CLAIM, and MY VETS. The user information at the top is: NAME: Dupuy, Thomas Harry, SSN: 504-56-9088, OFFICE: CLAIMS OFFICE, VA CLAIM #: 28495565, POA: Veterans of Foreign Wars of the United States.

The main content area is divided into two sections under the heading "FORMS". The left section is titled "Available forms (all forms open in a new window)" and lists various forms under categories like SDDVA Forms, Claims Office Forms, and VARO COMMON FORMS. The right section is titled "Forms printed for this veteran (opens in a new window)" and contains a table of printed forms. A circle highlights this right section.

FORM #	DATE PRINTED	ACTION
Transmittal	Aug. 01, 2011	Edit Print X
Transmittal	May. 20, 2011	Edit Print X
21526b_supp_claim	May. 20, 2011	Edit Print X
Transmittal	May. 10, 2011	Edit Print X
2122	May. 10, 2011	Edit Print X
sddva_policy_statement	May. 10, 2011	Edit Print X

- Once these forms are saved they appear on the right side of the **Forms** screen.
- Vetraspec shows you the...
  - Form #
  - Date Printed (Even if you haven't printed the form the date will be when you last edited the form)
- You can also edit the form, print the form, or delete the form if you wish.
  - **Note:** Once you delete a form you there is no way to recover it.
- All forms that show up saved on the right side of this screen will be available to you to use in the *Package a Claim* function of Vetraspec.
  - **Note:** You can complete the form, save it, then go to the *Package a Claim* tab and submit it to the claims office.
- If you have issues with the forms page it is important to call the claims office for assistance, they can see what you have saved and may be able to talk you in the right direction if you are having issues finding a form.

## Reports

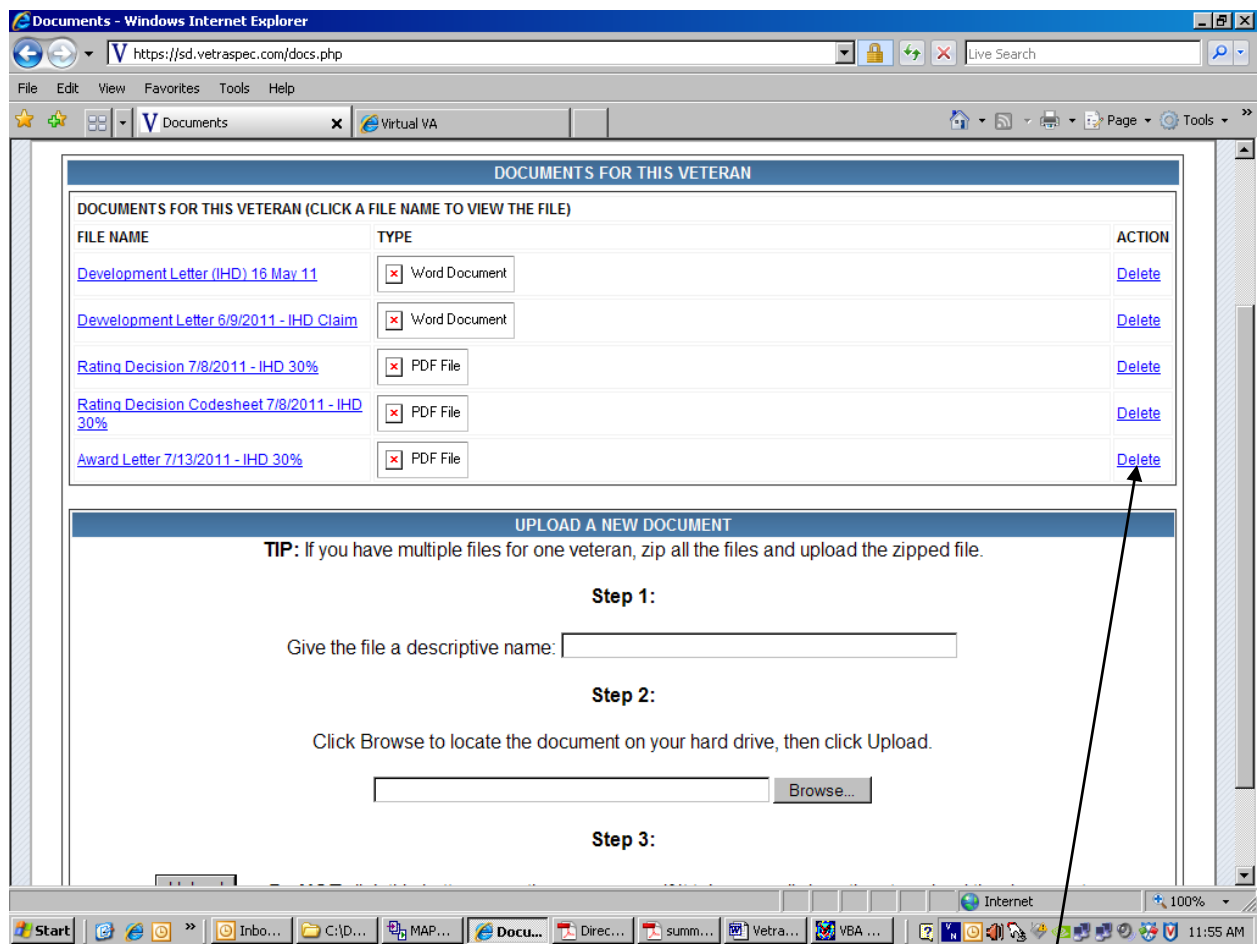
- When clicking on the reports tab Vetraspec takes you to a page that allows for a number of different reports to be run to give you general information on the veterans in your county.
- When you click on the **Reports** tab the following screen will appear...



- As you can see there is a variety of different reports that you can choose from.
- These reports give you a way to track what is going on in your county.
- You can check on all pending issues you have going, total retro amounts, total monthly award amounts, Etc.
- You can use all these reports or none of them; it is simply a feature for your convenience if you wish to use it.

## Documents

- This page shows all documents that have been uploaded to the veterans page.
- Generally the documents in this page are letters the veteran has received from the VA at some point in time.
- The letters are labeled as...
  - Development Letter mm/dd/yyyy (These are typically letters that are sent to the veteran prior to the rating decision)
  - Rating Decision mm/dd/yyyy
  - Rating Decision Codesheet mm/dd/yyyy (This shows all conditions the veteran is service connected for, also any conditions that the veteran has put in for but was denied)
  - Notification Letter mm/dd/yyyy (These can be a variety of letters from the VA such as Drill Pay Adjustments, Benefit Summary's, Etc.)
- Other documents in this area can be forms that you have filled out by hand with the veteran, and then scanned into Vetraspec.
- For an existing veteran this screen will look something like...



- From this screen you can click on the desired document which will appear in a new window for you to view.
- You can also delete an unwanted document from this page by clicking **Delete**.



## Uploading Documents into Vetraspec

- We will now go through a step by step process of how to upload documents into Vetraspec.
  1. You will scan the desired document into a temporary location file.
    - You can create a Scanned Documents folder on your desktop to save your scans into.
  2. Once you have scanned the document, rename the file so you know what it is.
  3. Once the file is saved you will go to the **Documents** tab in Vetraspec
    - Once you click on **Documents**, the following screen will appear...

The screenshot shows the Vetraspec web application in a Windows Internet Explorer browser. The address bar shows the URL <https://sd.vetraspec.com/docs.php>. The page has a navigation bar with tabs: QUICK OVERVIEW, MORE DETAILS, MILITARY SERVICE, CURRENT RATINGS, PENDING ISSUES, FINANCIAL ASSISTANCE, PAYMENTS, DEPENDENTS, COMMUNICATION, RECORDS, FINANCIALS, PACKAGE A CLAIM, and MY VETS. Below the navigation bar, the user information is displayed: NAME: Duck, Donald, SSN: 001-01-0001, OFFICE: CLAIMS OFFICE, VA CLAIM #: 12345678, POA: South Dakota Department of Veterans Affairs.

The main content area is titled "DOCUMENTS FOR THIS VETERAN". It contains a table with the following structure:

FILE NAME	TYPE	ACTION
None at this time		

Below the table, there is a section titled "UPLOAD A NEW DOCUMENT". It includes a tip: "TIP: If you have multiple files for one veteran, zip all the files and upload the zipped file." The upload process is divided into three steps:

**Step 1:**  
Give the file a descriptive name:

**Step 2:**  
Click Browse to locate the document on your hard drive, then click Upload.

**Step 3:**  
 << Do **NOT** click this button more than once, even if it takes a really long time to upload the document.

The footer of the page contains the text: "VetraSpec by DataSpec, L.L.C. | [www.dataspecllc.com](http://www.dataspecllc.com) | 1-877-568-7732 | [Help](#)  
Use constitutes agreement of the TOS

- As you can see there are three steps to uploading the document.
  - **Step 1:** In this block you will give the file a descriptive name, a list of examples of how to name files is listed below.

## Reference Sheet – How to Label Scanned/Uploaded Documents

### **County:**

Forms: Use the VA form Number followed by the date it was filled out. Do not use special characters other than \_

Examples:

VAFORM21526\_06JAN16

DD214\_09APR16

If you are uploading miscellaneous documents just name them accordingly. Be descriptive when possible.

Examples:

210781\_2July2016

PTSDstatement2July2016

MedicalRecords2July2016

- **Step 2:** In this block you will click on *browse*, this will make a window pop up where you will find the folder you saved your scan into and double click on the file you want uploaded.
- **Step 3:** Once you have the correct file in step 2 you can click on **Upload** in step 3
  - This will upload the document into Vetraspec.
- **NOTE:** Everyone's scanner is set up differently in each respective county, consult your field officer for help in setting up your scanner, and/or uploading files.
  - As always, the claims office is always available to answer any questions you may have.

## Resources

- This will take you to a screen that will allow you to search the full text version of both the 38CFR and the M-21-1MR (the VA's Manual for Operations)

## Email

- This takes you to an email system inside Vetraspec.
  - As of now we are not using this, we will continue correspondence via email through your current email address.

## Add

- To learn the functions from the **Add** page, refer to page 3.

## Search

- When you click on search the following page will appear...

WELCOME

Today is: Aug. 02, 2011  
Logged in: Timothy Reisch (reischtn) | [Logout](#)

HOME ADD REPORTS E-MAIL Today is: Aug. 02, 2011

PENDING ISSUES

Review by:  
[See all my veterans](#)

CLAIMS OFFICE  
SCANNED DOCUMENTS REPORT

For: [Claims Office](#)  
State/Claims Office will see documents for the entire state unless a county is specified above..

from: August 2 2011

to: August 2 2011

Submit

CLAIMS

MY CALENDAR

RESOURCES

Search for a Veteran

Enter all or part of any of the following:

SSN:  (xxx-xx-xxxx)

Last name:

First name:

VA claim number:

Search

Percent sign = wildcard.  
Examples:  
A% in the last name field will return all vets whose last name begins with A.  
And% in the last name field will return all vets whose last name starts with And (Andrews, Anderson...)  
%1234 in the SSN field will return all SSN's that end in 1234.

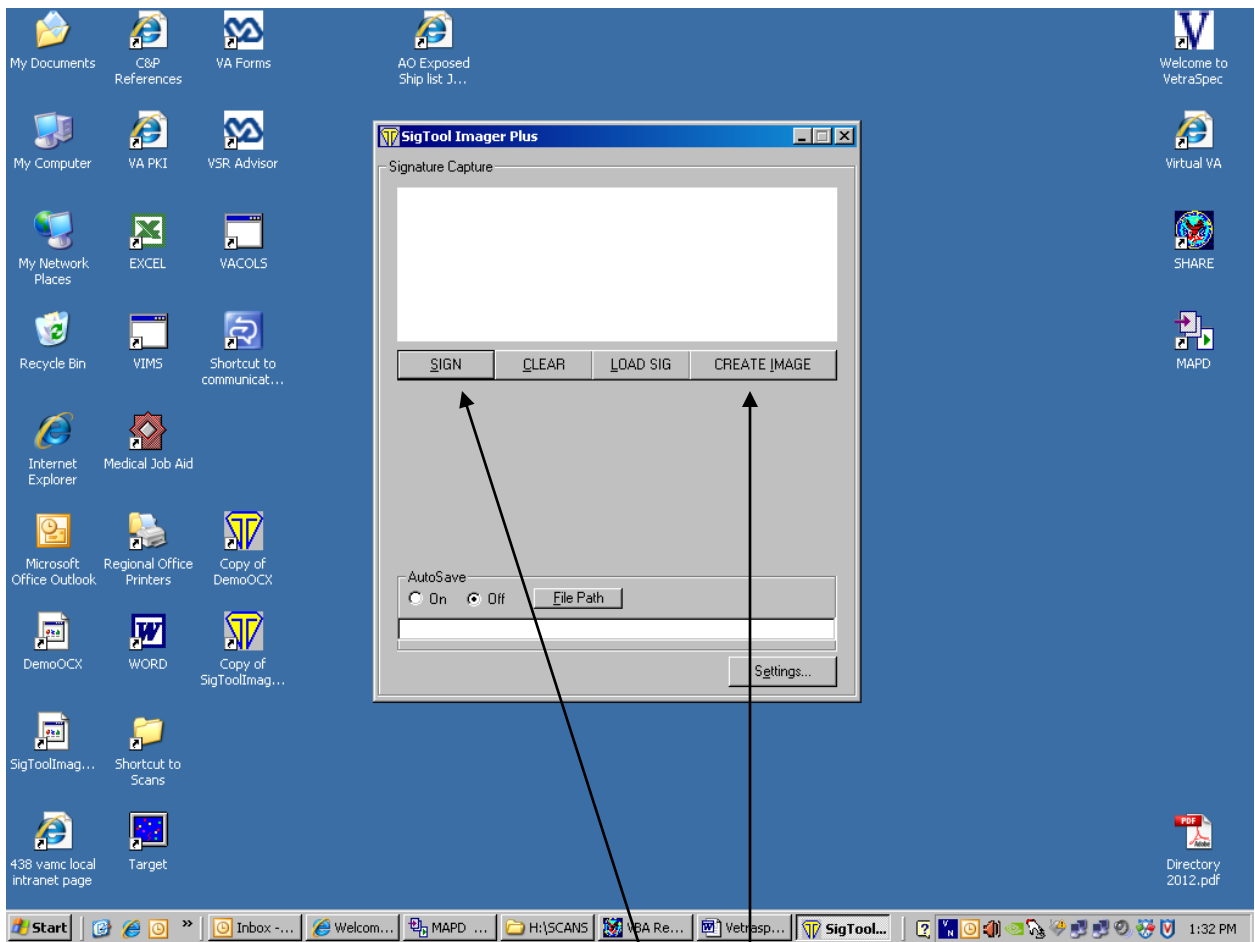
- You can search for a veteran using either the veterans...
  - Social Security Number
  - Last Name
  - First Name
  - VA Claim Number

## **Tabs**

- We have now reviewed what happens when you click on each of the tabs in Vetraspec.
- This is a basic guide to each of these tabs and the functions available on each page.
- Remember if what you want accomplished is not pointed out in this guide, you can and should direct any and all questions to either your field officer or the claims office in Sioux Falls.

## Adding Electronic Signatures onto Forms in Vetraspec

- The following will guide you on the process of getting a veterans electronic signature from the pad onto the form in Vetraspec.
- First you will click on the Signature pad icon on your desktop.
- Upon clicking on this the following screen will appear...



- Once this screen appears you can click on **Sign**
- After clicking sign you will have the veteran sign the pad
- Once the veteran has signed you click on **Create Image**
- After doing this you can close the Sigtool program.

- Next you will go to your **Signatures** file, or the file location you have set up to send your electronic signatures to.
- Once in this location you will find the signature you just saved and rename it to a file name that you will be able to identify the signature with the veteran.
  - A good name would be the last name of the veteran followed by their last four.
  - EX: DOE1234
- You can now close out of this folder.
- You will now go to the form in Vetraspec that you want to insert the signature into.
- You will then scroll to the bottom of the form where the signature will go, this screen will look like...

21-22 - Windows Internet Explorer

https://sd.vetraspec.com/forms/2122.php

21-22

authorize the Department of Veterans Affairs to release any and all of my records, to include disclosure of my Federal tax information (other than as provided in Items 13 and 14), to that service organization appointed as my representative. It is understood that no fee or compensation of whatsoever nature will be charged me for service rendered pursuant to this power of attorney. I understand that the service organization I have appointed as my representative may revoke this power of attorney at any time, subject to 38 CFR 20.608. Additionally, in those cases where a veteran's income is being developed because of an income verification necessitated by an Internal Revenue Service verification match, the assignment of the service organization as the veteran's representative is only valid for five years from the date this form is signed for purpose restricted to the verification match. Signed and accepted subject to the foregoing conditions.

**THIS POWER OF ATTORNEY DOES NOT REQUIRE EXECUTION BEFORE A NOTARY PUBLIC**

15. SIGNATURE OF CLAIMANT (Do Not Print)

16. DATE SIGNED

August 5 2011

VA FORM 21-22-1 SENT TO: CER FILE EDU FILE INSURANCE DATE SENT ACKNOWLEDGED (Date) REVOKED (Reason and date)

VA FORM JUN 2009 21-22 EXISTING STOCKS OF VA FORM 21-22, NOV 2005, WILL BE USED.

Choose one:

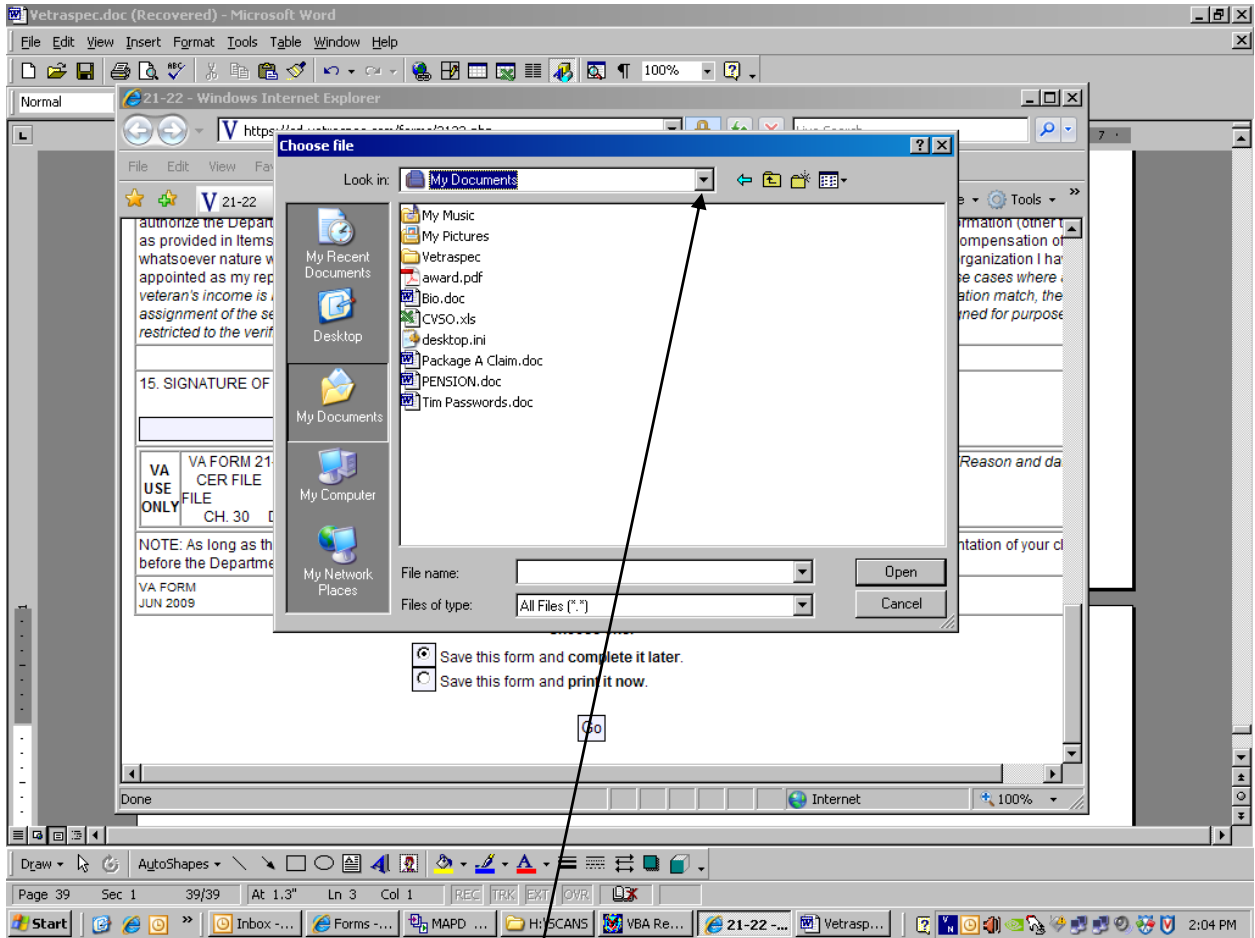
☒ Save this form and complete it later.

☐ Save this form and print it now.

Go

- Once at the bottom of the form you will click on **Browse**
- After you have clicked on this a new window will open

- This new window will look like...



- You will now click on the drop down menu and find the file that you saved the signature into earlier.
- Once you have found the signature you will double click on it.
- This will insert the electronic signature into the form.
- The last steps are selecting either, save this form and print ***it now*** or ***save this form and complete it later***.
- This will save the signature into the form for later use.

### Note

Again, you can and should direct any and all questions in this area to either your field officer or the claims office in Sioux Falls.